



**NEW JERSEY DEPARTMENT OF TRANSPORTATION
Statewide Job Vacancy**

POSTING #: 21-00249

TITLE: Management Assistant

ISSUE DATE: 10/27/2021

TITLE CODE: 56492

CLOSING DATE: 11/17/2021

DIVISION: Capital Program Management

LOCATION: Ewing

UNIT SCOPE: T505

UNIT: ROW & Access Management - Outdoor Advertising

RANGE: P18

SALARY: \$48,767.10-\$68,775.00

POSITION: One (1)

WORK WEEK: 35 Hours

Description

Under the direction of a manager in a state department, institution or agency, or within a local government jurisdiction, provides a wide range of administrative services in support of a manager(s) within the area of assignment; assists in the coordination of management/administrative activities of an assigned unit or work area; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Education

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year - for - year basis.

Experience

One (1) year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.

Open To The Following

Employees must be serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title immediately preceding the posting date and meet the requirements stated above to be eligible for appointment.

The applicants who filed for PS7340T will be given first consideration.

For voluntary reassignment eligibility, employees must be serving permanently in the title of Management Assistant preceding the posting date.

Any appointments made from postings which involve movement between divisions, may result in a forfeiture of rights to any promotional list in the former unit.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principle residence in the State of New Jersey subject to the provisions of N.J.S.A. (L.2011, Chapter 70), also known as the "New Jersey First Act."

INTERVIEWS WILL BE GRANTED ON THE BASIS OF THE RESUME.

Please Submit the following documents (indicating the Posting number):

Resume, Letter of Interest

Forward Responses To:
CPM, Personnel Coordinator
Department of Transportation
1035 Parkway Ave. E & O Bldg 2nd Floor
Trenton, NJ 08625
DOT-CPM.Personnel@dot.nj.gov

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IS AN EQUAL OPPORTUNITY EMPLOYER**